

**SUPPLY  
TECHNICIAN  
GS-2005-06**

**DISTRIBUTION**

## INTRODUCTION

This position is located in the Inventory Section, Quality Assurance Branch, Administrative/Planning Division, Supply Department, Naval Air Station, Lemoore, California. The incumbent participates in the Physical Inventory Program and is responsible to resolve discrepancies between the physical count and the stock record count for critical Repairable components. The total value of Wholesale and Retail repairable items exceeds \$300 million. Incumbent is responsible for causative research and posting corrections to the Uniform Automated Data Processing System (UADPS) and the Naval Logistic Command Management Information System (NALCOMIS) records to ensure inventory accuracy and financial accountability. Incumbent also participates in the Location Survey Program, which involves verifying material characteristics and ensuring the correct material is in the correct location. The incumbent is responsible for assigning counters, downloading and uploading data to and from the Real Time Inventory Counting (RTIC) system. During the temporary absence of the section supervisor, the incumbent serves in that capacity.

## MAJOR DUTIES

Receives inventory discrepancies for mission critical repairable assets from various sources. Conducts extensive investigation and analysis of inventory discrepancies, and determines appropriate course of action to effect adjustments including: directing, coordinating and monitoring corrective actions to completion; posting required adjustment transactions to the Master Stock Item Record (MSIR) and the NALCOMIS data base in order to bring physical and stock record balances into agreement; compiling inventory causative research documentation to justify adjustments and corrections; ensuring financial records reflect appropriate charges; and performing follow-up action to close out audit of items involved. 55%

Performs all actions required on RTIC to complete an automated inventory, which includes scheduling and assigning inventory batches, downloading and uploading inventory data and releasing inventory packages. Conducts physical inventories of material in accordance with preestablished schedules and "SPOT" inventories generated by computer programs. Actions include counting and recording material counts on the Intermec hand held computer, verification of bin tags, ensuring correct locations are recorded on the MSIR and NALCOMIS data base and arranging for operators of Material Handling Equipment (MHE) to lift and move heavy material during counting operations. Ensures physical inventories are conducted without curtailing or restricting issue or receipt actions during the reconciliation process. Assures accurate inventories to preclude warehouse refusals, erroneous denials of requisitions, invalid reorder computations and erroneous financial adjustments. 20%

Prepares reports and various correspondence as required by higher authority and as directed. Compiles, prepares and submits Reports of survey to higher authority for unresolved repairable material adjustments. Maintains files as required for management inspections. 15%

Participates in the location survey program and initiates appropriate corrective action when discrepancies are discovered. Investigates potential warehouse refusals and authenticates and processes exceptions created when requisition quantity exceeds MSIR quantity. Conducts special inventories when required by inventory managers. 5%

Provides guidance, training and makes work assignments to Inventory Section personnel and directs the actions of the section in the absence of the Supervisor. 5%

#### KNOWLEDGE REQUIRED BY THE POSITION

Comprehensive practical knowledge and understanding of local management procedures and Department of Defense and Navy supply systems. This includes a thorough understanding of the interrelationship of Supply, AIMD, Comptroller and Fleet Squadrons in the local management of Repairable assets and records and the reciprocal relationship of NAS Lemoore with external activities, Inventory Control Points (ICPs) and contractors in the worldwide tracking and control of Navy-owned repairable assets.

Ability to analyze, develop, evaluate and recommend improvements in Supply methods and procedures and financial accounting procedures and techniques.

Knowledge of the operational capabilities and limitations of mechanized systems utilized to locally manage supply assets and the skill to effectively utilize the system to accomplish mechanized processes. The primary mechanized systems include the Uniform Automated Data Processing System for Stock Points (UADPS-SP), the Naval Aviation Logistics Command Management Information System (NALCOMIS) and the Real Time Inventory Count (RTIC) system.

Skill in operating a Personal Computer (PC) and Hand held computer and knowledge to effectively upload and download data between computers.

Ability to analyze and interpret a variety of data contained in written directives from higher authority, relate them to local operations and make decisions in cases not specifically covered by established guides or precedents.

Capability to logically develop and clearly convey thoughts in both written and oral communications.

Confidential security clearance is required.

#### SUPERVISORY CONTROLS

The supervisor of this position is the Inventory Section Supervisor; supervision is general and consists of outlining the desired objectives and unusual or unprecedented problems that may be encountered. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or circumstances with far reaching implications. Results of the work are considered as technically accurate and are normally accepted without significant change. In the absence of the Supervisor, serves in that capacity.

#### GUIDELINES

Available written guidelines include directives and policies published by NAVSUP, FMSO, OPNAV, COMNAVAIRPAC, DLA, GSA, ASO and other higher authority. Guides are broadly stated and non specific; judgement must be used to interpret the intent of the guides and to develop and modify procedures applicable to NAS Lemoore. Due to the wide scope and variety of situations encountered in researching inventory discrepancies, set procedures for investigation cannot be applied.

#### COMPLEXITY

The work involves varied duties, functions, systems and processes that are complex and which require innovative thinking and seasoned judgment. Requires analysis of procedures to effect modification to existing procedures, or development of new procedures, to accommodate changes in mission, goals, objectives, or programs.

#### SCOPE AND EFFECT

Solutions and procedures developed have a pronounced, direct effect on a wide range of processes at NAS Lemoore and other Department of Defense activities, are vital to the mission of the station and directly impact fleet operational readiness.

#### PERSONAL CONTACTS

Initiates and maintains effective personal contacts and relationships with individuals within the Supply Department, other station departments and fleet squadrons.

### PURPOSE OF CONTACTS

To provide information of facts regarding circumstances surrounding inventory gains or losses and to coordinate corrective actions.

### PHYSICAL DEMANDS

Work requires some prolonged standing, walking and bending, and occasional climbing required to perform physical inventory counts and research. Work may require moving or lifting material weighing up to 40 pounds.

### WORK ENVIRONMENT

Work is performed in an office setting, warehouse environment and outside storage spaces. Work may be performed in close proximity to Material Handling equipment, carts and vehicles. During some inventories exposure to hazardous material may occur. During outside work employee may be exposed to extreme temperatures.